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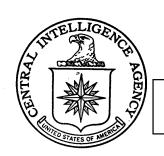
CONFIDENTIAL

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE D D P COVERT ACTION STAFF

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FORM NO. 738



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CA / July

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-	DDP/CA/NFIDENT	TAI]	
	ONFIDERAL CONFIDERAL		TITLE CA	DATE 14 June 63
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION IN	STRUCTIONS
2	ADMINISTRATIVE FILES: Consists of correspondence, cables, and memoranda used in the administration of the These files include such subjects as Personnel, Requisitions, Requirements, Diaries (reflecting daily activities of Regulations, Meetings, Travel, Training, and other administrative subjects. Filed by subject. REFERENCE MATERIALS: a. Artists Morgue: Consists of materials obtained from any source used to support work for the PP Staff. (1) Photographs - Country File: Arranged alphabetically by subject (2) Pictures - Still: Arranged alphabetically by country.	2.5 3.5 13.0	Temporary (Auxiliary Papafter two years. Cut-off at end of cobringing forward material operations; for example, material. Place in inacyear; retire to Records retention prior to destruction prior to	er Holdings). Destroy alendar year after 25 I needed for current policy and procedural tive file for-lone Center for one year's uction. 25 eriodically and eeded. periodically and eeded. periodically and eeded. ST CLASS C ANTH: HR 18-2 ervices Record not authorized. S file numbers in
	Approved For Release 2005/11/21 : GIA-	DD D79 004	to the CS mission. Wher	e not of lasting CS
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Chief, Covert Action Staff

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Chief, Records Management Staff

CAS Records Survey

- 1. Attached are the Records Survey Report and Records Control Schedule for the Covert Action Staff.
- 2. Implementation of this schedule and adoption of the recommendations contained in the survey report should greatly assist your staff in promoting good records management practices. In particular, the Records Control Schedule, as a mandatory management tool, will ensure compliance with approved Agency and Clandestine Services records policies and procedures.
- 3. Much of the credit for the Gevelopment of such a fine schedule is largely due to _______detailed understanding of the Clandestine Services Regulations, her vast knowledge of the mission and responsibilities of the various Covert Action Groups, and her conscientious attitude toward her records work.

Attachments	

- 1. Survey Report
- 2. Records Control Schedule

Distribution:

Orig & 1 - addressee

1 - RMS (with schedule)

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RECORDS MANAGEMENT SURVEY COVERT ACTION STAFF

1. Purpose. To conduct a survey of the Records Management Program and to prepare Records Control and Vital Materials Deposit Schedules in th Covert Action Staff of DDP.
2. Background. At the request of Chief of Support, an audit of the Records Management program was conducted by of the CA Staff, and of the Management Staff. The audit consisted of the following:
a. A survey which included compiling an inventory of the records holdings in the CA Staff and obtaining information from responsible officials as to the use and value of each category of its records. From these facts, the analysts prepared records control schedules—master plans for the retention, retirement and disposition of Staff records. These plans were discussed with, and concurred in, by the component chiefs.
b. In addition, Vital Materials Deposit Schedules, in accordance with were approved by the Chief of Support, the DDP Records Management Officer, and the Chief of the Management Staff. The Cover Action Staff Vital Materials Deposit Schedule was forwarded to the Vital Materials Repository on 21 April 1960.
3. Findings.

a. The Records Control Schedule indicates that the records holdings of the Staff total 799 cubic feet, categorized into 153 separate record series. Of these 153 individual record series, 29 or 19% have been identified as "Fermanent", and 124 or 81% as "Temporary."

Note: For the purpose of this Records Control Schedule, the terms "Permanent" and "Claudestine Services Records Materials" are synonywous as are "Temporary" and "Auxiliary Paper Holdings."

When the term "Temporary (Auxiliary Paper Holdings)" is used, it indicates that the record copy is held elsewhere, or that the content of the records series is not of sufficient value to be classified as a permanent record.

b. The Agency-approved Subject-Numeric file system was found in only two components. However, each file had been discontinued, having been superseded by a chrono type file.

- c. Many records were being retained beyond their usefulness because personnel were not aware that legal authority existed for destruction or that an office of record had been established elsewhere.
- d. There was an unnecessary amount of reference material caused by the failure of Staff personnel to screen the collections at regular intervals to withdraw or destroy material which had been revised, superseded, or no longer needed.

	e.	Staff	personnel	were	unavere	of	the	service	s avails	ible :	ln
the					and	at	the	Agency	Records	Cente	er.

f. A comparison of the total records holdings compiled during this survey, 779 cubic feet, with the 1,564 cubic feet shown in the Staff's annual report of 10 August 1959, indicates a reduction of 785 cubic feet.

This is significant and reflects the progress
has made on the Records Disposition Progres. To accomplish this reduction, she employed the following techniques:

- (1) Revised files to eliminate superfluous filing guides and file folders.
- (2) Substituted lighter, space-saving kraft folders for the heavier and more expensive pressboard folders.
- (3) Conducted a general "house-cleaning" of reference materials no longer needed.
- (4) Withdrew from the files and destroyed extraneous materials; i.e., duplicates, routing sheets, copies of Form 238, etc.
- (5) Retired inactive records to less expensive storage at the Records Center.
- g. A review of the Covert Action Staff Vital Materials deposits at the Repository indicated that 80% were either non-current or no longer considered vital to the CA Staff.

4. Recommendations.

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- a. That the Records Control Schedule be applied immediately.
- (1) Application of the CA Staff Records Schedule will preserve not only the records considered of permanent value to the Staff but also those of lasting value and interest to the Clandestine Services.

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- (2) Adherence to this schedule will provide an efficient and economical records disposition program within the Staff which will result not only in substantial savings, but also in more advantageous use of office space and equipment.
- (3) The orderly maintenance and control of Covert Action Staff records through the Records Control Schedule will increase the efficiency of your Staff components.
- (4) The CA Staff Records Schedule should be used by administrators and by the Records Management Officer as an administrative control in complying with approved Agency and Clandestine Services policies and procedures.
- b. That the Records Control Schedule be kept under constant review.
- (1) The Record categories defined in the attached schedule reflect the current functions of each Staff unit. As these functions change, the Records Control Schedule should be revised to reflect the change in responsibilities. Proper documentation should be entered on the schedule to reflect all actions (additions or deletions) which will occur subsequent to the implementation of the schedule.
- (2) The CA Staff Records Control Schedule should be reviewed annually by the CA Staff Records Management Officer.
- c. That the Covert Action Staff Vital Materials Deposit Schedule be implemented immediately.
 - (1) The VM Deposit Schedule identifies all materials needed by the Covert Action Staff to carry out its emergency wartime operations as defined in ______ The media used in transferring these records to the Agency Repository, the frequency of deposit, and the period of time these records should remain in the VMR are clearly defined.
 - (2) Based on the assumption that during nuclear war all records at Headquarters will be destroyed, it is imperative that materials considered vital be transferred without delay to the Repository.
 - d. That the CA Vital Materials Deposit Schedule be kept current.

Changes in the war-time mission of any subordinate components, or changes in the world situation, will require the immediate amending of the attached VM Schedule. In addition, this schedule should be reviewed annually, and if necessary, be revised and resubmitted by the CA Staff RMO for approval.

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e. That greater use be made of the K Building Library.

Agency branch libraries were established to render convenient reference services commensurate with the particular needs of the occupants of the buildings in which libraries are located. Use of the facilities available in the K Building library will reduce the volume of reference materials needed by your Staff.

f. That the Agency subject-Numeric File system be installed in all components of your Staff.

A review of the various file systems indicated that many of your offices do not maintain subject files and are relying completely on chronological (convenience) files. After a year or so, a chrono file loses its effectiveness. Also, in itself, a chronological file is an incomplete record as it contains only copies of correspondence generated within the particular office area. As it fails to provide for the attachment and/or ready reference to previous incoming and outgoing correspondence, it fails as a tool in the preparation of complete and accurate replies. However, the Agency-approved filing system will provide uniformity, easy filing, quick reference, and prompt retrieveability of material previously filed, making it particularly adaptable to conditions resulting from personnel rotations between Headquarters and the field.

TABULATION OF RECORD HOLDINGS COVERT ACTION STAFF

	Permanent (CSRM)	Cubic Feet	Temporary (APH)	Cubic Feet	Total Cubic Feet
CHIEF, COVERT ACTION STAFF: Office of the Chief	1	•5	6 4	11.5 7.5	
	1	1.	5 4	3.7 45.2	
Total	<u>3</u> 5	4.8 6.3	7 26	6.0 73.9	80.2
	. 1	2.3	3 12 15	2.5 22.2 23.4	
	1 1 3	.5 .9 3.8 74.3	3 13 2	9.6 79.2 16.0	
Total	7	81.8	48	152.9	234.7
	4	8.5	4 5	6.2 8.4	
Total	<u>2</u>	6.2 14.7	22 22	25.7 57.0 97.3	112.0
Sub-Totals to be Carried Forward		102.8	96	324.1	426.9

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	Permanent (CSRM)	Cubic Feet	Temporary (APH)	Cubic Feet	Total Cubic Feet
Sub-Totals Carried Over	18	102.8	96	324.1	426.9
	3	1.2	8	16.2	17.4
	2 2 2	12.3 2.2 3.3	8 11 5 3	8.7 79.7 64.5 22.2 57.0	
Total	6	17.8	32	232.1	249.9
	2	3.5	8	37.6	41.1
	1	1.3	17	52.6	53 • 9
TOTALS, COVERT ACTION STAFF	27	126.6	161	662.6	789.2

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FFICE.	DDP - COVERT ACTION STAFF OFFICE OF THE CHIEF	Pate 10	TITLE CA / June 15 60
TEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	Disposition warnest due
1	OFFICE OF THE CHIEF ADMINISTRATIVE FILES: Consist of memoranda and correspondence used in the administration of the Covert Action Staff. These files include such subjects, among others, as Committees, Budget, Training, Travel, and Meetings.	3.0	Temporary (Auxiliary Paper Holdings). Destroafter two years. Cut-off at end of calendar year after bringing forward material needed for current operations; for example, policy and procedural material. Place in inactive file for one year; then retire to Records Center for one year's retention prior to destruction.
2	CLANDESTINE SERVICES POLICY BOOK: Consists of a complete record of annotations of current major policy based upon national, established objectives related to the Clandestine Services.	•5	Permanent (Clandestine Services Record Material). Destruction not authorized. Assign CS file number. Retire inactive portions of the CS Policy Book to DDP/
3	MEETINGS OF THE CAREER SERVICE BOARD: Minutes of the meetings of the Clandestine Services Career Board. These are copies of the minutes of the CSCB.	.8	Temporary (APH). Destroy after two years. Cut-off at end of calendar year after bringing forward material still of current value. Place in inactive file for one year, then retire to Records Center for one year's retention prior to destruction.
4	REGULATORY ISSUANCES: Copies of NSCID's and DCID's, Agency and Clandestine Services regulations. Filed by regulatory series.	2.0	NSCID's and DCID's: Temporary (APH). If per tinent to the CS mission, incorporate into either the CS Policy Book or into other related files held by the CA Staff. Regulatory Issuances: Temporary (APH). Destroy when revised, superseded, or rescinded.
5	TOP SECRET CONTROL FILE: Consists of card file used to control Top Secret documents in the Office of the Chief, CA Staff.	.1	Temporary (APH). Destruction not authorized at this time.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
¥ 6	Consist of correspondence, reports, OPC background papers, Jackson Committee materials, books, published reports, and other related papers used as reference.	RDP78-00	487A000400090001.0 Temporary (APH). Destroy when no longer needed for reference purposes.
7	CHRONOLOGICAL FILES: Consist of copies of correspondence, memoranda and reports originated in the Office of the Chief.	.6	Temporary (APH). Destroy after two years. Cut-off at end of calendar year after bringing forth chrono copies needed for current operations. Place in inactive file for one year; then retire to Records Center for one year's retention prior to destruction.
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RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

	REAPPIS VEW FBPIRE EN SEU 2005/11/21 : CIA-F	RDP78-004	schedule no. 87A000400090001 0 2 -60
FFICE.	DIVISION, BRANCH	1 - 1	
	DDP - COVERT ACTION STAFF	<u> </u>	
r			for CA Jenne 15, 1960
TEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	NSC POLICY BOARD NOTES:	•5	Temporary (APH). Destroy when no longer of current value.
2	are derived from the NSC Planning Board meetings. NSC RECORD OF ACTIONS: Copies of record of actions from 1954 to current date.	1.0	Temporary (APH). Destroy when no longer of current value.
3	NSC POLICY PAPERS: Finalized papers documenting NSC policy. Filed numerically by date. (Copies of NSC papers)	4.0	Temporary (APH). Destroy when no longer of current value.
4	NSC MISCELLANEOUS REPORTS: Consist of NSC Monthly Project Summaries, policy papers, and other related material.	2.0	Temporary (APH). Destroy when no longer of current value.
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OFFICE	. DIVISION. BRANCH		CONCURRENCE
			TITLE DATE:
DD/	P/Covert Action Staff/		DATE:
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	ADMINISTRATIVE FILES: Consist of memoranda and correspondence used in administering These files include such subjects as Meetings, Organization and Management and Reports. (1957 to current date	.1	Temporary (Auxiliary Paper Holdings). Destroy after two years. Cut-off at end of calcular year after bringing forward material needed for current operations; for example, policy and procedural material. Place in inactive file for one year; retire to Records Center for one
2	CABLE LOG: Consists of a log record used to control cables which are hand-carried daily from the Department of State by the Staff	.2	year's retention prior to destruction. Temporary (APH). Destroy in office area after 90 days.
3	PUBLIC AFFAIRS NOTES: Consist of notes, prepared by the reflecting significant developments in current policy, thinking, and comments at the daily informal meetings of the Public Affairs Staff of the Department of State. Filed chronologically by date - 1957 through current date.	1.1	Temporary (APH). Destroy after one year.
4	CHRONOLOGICAL FILES: Consist of copies of memoranda and correspondence prepared by the of the Covert Action Staff. Filed chronologically by date - 1957 through current date.	.2	Temporary (APH). Destroy after two years. Gut-off at end of calendar year; place in inactive file for one year; then retire to Records Center for one year's retention prior to destruction.
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	ITEM NO.	FILES IDENTIFICATION	, VOLUME	DISPOSITION INSTRUCTIONS	
		Approved For Release 2005/11/21 : CIA	RDP78-004		
	5	TRAINING OFFICER MATERIAL: Contains IBM tab listing of PP Staff personnel, Office of Training catalogues of courses, Training Bulletins, requests for training and lists of courses completed by CA Staff personnel.	•5	Temporary. (APH). Transfer entire file to Chief for screening and appropriate action.	25)
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4				** **	
		a. Administrative housekeeping and liaison clearances. 1953 through current date.	1.5	Temporary (APH). Destroy after two; years. Cut-off at end of calendar year; place in inactive file for one year, then retire to Records Conter.	
K1			.1	Temporary (APH). Destroy when clearances have been cancelled.	
*		c. Correspondence which is the only agency record of procedures, agreements, policies and decisions relative to mutual support.	1.0	Permanent. (Clandestine Services Record Material.) Destruction not authorized. Assign CS file number. Retire to DDP/ when no longer needed.	25)
	FORM NO.	Approved For Release 2005/11/21 : CIÁ	\$[.[].[-] RDP78-00	87A000400090001-0 Page 5	5

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FFICE	, DIVISION, BRANCH		SI
D/P/	COVERT ACTION STAFF/		14 July 60
TEM	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
	CABLE FILES: a. Regular Cables: Consist of copies of incoming and out- going CIA cables and teletype disseminations. b. Sensitive Cables:	32.0	Temporary. (Auxiliary Paper Holdings). Destroy after three months.
	Consist of copies of CIA cables, incoming and outgoing, bearing sensitivity indicators.	8.0	Temporary (APH). Destroy after three month
		2.6	Temporary (APH). With the exception of sentive code designations, destroy when no longer needed.
		2.6	Temporary (APH). With the exception of sentive identifies, destroy when no longer needed.
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FFICE	, DIVISION, BRANCH		
/מם	P/COVERT ACTION STAFF/		Records management Officer 14 June 176
TEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	RECORDS MANAGEMENT OFFICER WORKING FILES: Consist of copies of record surveys, completed records retirement requests, vital materials deposit schedules, PP 100 Ff Record surveys, and Records Management Office 's chronological file consisting of extra copies of memoranda and correspondence. 1959 to current date.	•4	Temporary (Auxiliary Paper Holdings). Screen periodically and destroy when obsoleted, revised, rescinded or no longer needed.
2	VITAL MATERIALS FILE: Consists of 3" x 5" cards reflecting the PP Staff deposits in the Vital Materials Repository.	.1	Temporary. (APH). Destroy as necessary in order to reflect the current status of PP Staff deposits in VMR.
3	DOCUMENT CONTROL CARD FILE: Consists of copies of Form 238 used for the routing and controlling of incoming and outgoing correspondence.	1.7	Temporary (APH). Destroy after two years.
4	TOP SECRET CONTROL CARD FILE - Form 1169a: Consists of copies of Top Secret control cards (tab size) used for routing and controlling incoming and outgoing Top Secret documents.	•5	Temporary (APH). Destruction not authorize at this time.
5	TOP SECRET CONTROL CARDS: Consists of 3" x 5" cards used for the routing and controlling of both incoming and outgoing Top Secret documents.	2.7	Temporary (APH). Destruction not authorize at this time.
6	DEPARTMENT OF STATE SENSITIVE CABLES FILE: Consists of 3" x 5" cards reflecting the routing, dissemination and disposition of Department of State cables.	.4 SECRET	Temporary (APH). Retain until all cables recorded on card have been destroyed; then forward the card to

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TEM NO.	FILES IDENTIFICATION	WELLET T	DISPOSITION INSTRUCTIONS
-	Approved For Release 2005/11/21 : CIA-	ROPERSON	87A000400090001-0
7	OFFICE OF THE CHIEF, CA STAFF, SUBJECT FILES: Consist of case files of correspondence and memoranda in which the Chief of the CA Staff bears the final responsibility (two or more of the CA Staff Divisions have participated) as distinct from those matters in which only one Division is concerned. 1958 to current date.	.1	Permanent. (Clandestine Services Record Material). Destruction not authorized. Assign CS file numbers. WHen file is no longer of interest to the CA Staff, retire to DDP
8	OFFICE OF THE CHIEF, CA STAFF, MISCELLANEOUS FILES (AWAITING RETIREMENT): Consist of copies of correspondence, memoranda, reference materials, chronological files, and OPC materials awaiting retirement. 1948 to current date.	3.7	Permanent. (Clandestine Services Records) Material). Destruction not authorized.
9			, 1
	a. Administrative housekeeping and liaison clearances. 1953 through current date.	. 2	Temporary (APH). Destroy after two years. Cut-off at end of calendar year; place in inactive file for one year; then retire
			to Records Center.
,	b. Correspondence which is the only Agency recor of procedures, agreements, policies and decisions relative to mutual support.	đ. 1.0	Permanent. (Clandestine Services Record Material.) Destruction not authorized. Assign CS file number. Retire to DDP when no longer needed.
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FICE.	DDP - COVERT ACTION STAFF	. 1	SIGNATURE
Ем	FILES IDENTIFICATION	VOLUME	<i>CA</i> / 1 5 JIIN 1960
0.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	(CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	DMINISTRATIVE FILE: Consists of correspondence and memoranda used in the administration of the These files include Organization and Management, Policy Papers, Activity Reports, Cable Requirements, and files.	2.2	Temporary (Auxiliary Paper Holdings). Destroy after two years. Cut-off at end of calendar year after bringing forward that material needed for current operations; for example, policy and procedural material. Place in inactive fil for one year, then retire to Records Center for one year's retention prior to destructi
	TOP SECRET DOCUMENT CONTROL FILES: Consists of 3-3/4" x 7-3/8# IBM tab cards (Form 1169a) used to control the routing of Top Secret documents within	.1	Temporary (APH). Destruction not authorize at this time.
3	CHRONOLOGICAL FILES: Consists of copies of memoranda initiated by the Chief of the	•2	Temporary (APH). Destroy after two years. Cut-off at end of calendar year; place in inactive file for one year, then retire to Records Center for one year's retention prior to destruction.
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TEM	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	TECHNICAL REQUIREMENTS OFFICER FILES: Correspondence and memoranda used in monitoring the Research and Development program and	1.9	Temporary (Auxiliary Paper Holdings). Destroy after two years. Cut-off at end of calendar year after bringing forward policy, procedural and other material needed for current operations. Place in inactive file for one year, then retire to Records Center for one year's retention prior to destruction.
	and other related matters.		٠. ٠.٠
2	RESEARCH AND DEVELOPMENT FILES: Research and Development Directives and Annual Progress Reports. These files also contain copies of annual reports reflecting the accomplishments and the problems encountered in research and development activities during pre- vious years.	2.6	Temporary (APH). Screen periodically and destroy when no longer needed.
3	REFERENCE FILE: Technical reference material used in providing Operating Divisions and other Agency elements with background information and staff experience for planning and supporting specific operations.	2.8	Temporary (APH). Screen periodically and destroy when no longer needed.
4	BOARDS, COMMITTEES AND PANELS FILE: a. DDP Technical Requirements Board: Agenda, minutes of meetings, actions, and other memoranda and correspondence.	.8	Temporary (APH). When no longer of current value, transfer to the Executive Secretary of the Technical Requirements Board for screening.

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ITEM NO.	EU FO DESCRIPTION		
TIEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 € CIA-F	VOLUME	DISPOSITION INSTRUCTIONS
	b. OCB Atomic Energy Committee: Agenda, min- utes of meetings, actions, and other re- lated documents.	.1	Temporary (APH). Screen periodically and destroy when revised, obsoleted, or no longer needed.
	c. Peculiar Items Panel: Agenda, minutes of meetings, actions, and other related documents	.1	Temporary (APH). Screen periodically and destroy when revised, obsoleted, or no longer needed.
5	WAR PLANS: Consists of correspondence relating to and copies of war plans which will be implemented at time of hostilities.	1.3	Temporary (APH). Screen periodically and destroy when revised, obsoleted, of nellonger needed.
6	PROJECT FILES: Consist of case files documenting the stock- piling of weapons and materiel for use in hot and cold war contingency operations.	2.3	Permanent (Clandestine Services Record Material). Destruction not authorized Assign CS file number. Upon official termination, retire to DDP
7		7.5	Temporary (APH). Screen periodically and destroy when revised, obsoleted, or no longer needed.
8	CONTINGENCY FORCE FILES: a. 5" x 8 card file (McBee Kee Sort - Form 14820-b) for all members of the Contingency Force (Agency and non-Agency). This card contains brief descriptions of selected in- dividuals' backgrounds, training, and other pertinent data. Filed alphabetically.	•9	Temporary (APH). Destroy when no longer of value to the Covert Action Staff. Place in inactive file when individual is unavailable and hold in local working area.
	b. Working Files: Consist of processing files for persons being considered for acceptance on the Contingency Force, and also includes papers used in various processing stages.	2.0	Temporary (APH). Screen periodically and destroy when no longer needed.
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TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-R	DP78-004	87A000400090001-0
		.2	Temporary (APH). Destroy upon receipt of more current listing.
9	DOCTRINE AND REVIEW FILES		>
	These files consist of materials used in the preparation of supplemental Doctrine Papers relating to Paramilitary activites and records of action taken, or comments offered, on drafts of Related Mission Directives, National Intelligence Estmates, Operations Coordination Board Papers, etc.	2,	Temporary (APH). Screen periodically and destroy when revised, obsoleted, or no longer needed.
			er distribution
			, di
			De 20, 10
	Approved For Release 2005/11/21 · CIA-R	DD78_00/	Page 12

	REC ዕትንን ያ የረክብ ጀ <mark>ንሮ የሚቀደናብ 2</mark> 005/11/21 : C	CONCURRENCE	
	CE, DIVISION, BRANCH	SIGNATURE	
שעעע	P/CA/		
			14 June 6
TEM NO.		VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	ADMINISTRATIVE FILES: Consist of memoranda, Operations Manual, PP Staff Notices, Contacts, Clearances inventor, of equipment owned by CIA, contingency planning, and other related papers used in the administration of the	^	Temporary (Auxiliary Paper Holdings). Destroy after two years. Cut-off at end of calendar year after bringing forward material needed for current operations; for example, policy and procedur material. Place in inactive file for one year; retire to Records Center for one year retention prior to destruction.
2	REFERENCE MATERIALS:	5.3	Temporary (APH). Screen periodically and destroy when no longer needed.
		2.0	Temporary (APH). Screen periodically and destroy when no longer needed.
		.7	Temporary (APH). Screen periodically and destroy when no longer needed.
		1.2	Temporary (APH). Screen periodically and destroy when no longer needed.
		1.0	Temporary (APH). Screen periodically and destroy when no longer needed.
		1.3	Temporary (APH). Screen periodically and destroy when no longer needed.

1 JAN 56 139 EDITIONS.

ITEM NO.	(Time) (Time)		
	FILES IDENTIFICATION Approved For Release 2003/11/21 CIA-F	DP 78 054	487A00040009000 P16POSITION INSTRUCTIONS
4	CRYPTIC REFERENCE FILES: (Convenience) Consists of 3" x 5" card files used as cross-reference to true names of individuals, organizations and agencies.	.1	Temporary (APH). Destroy when no longer needed.
5	CHRONOLOGICAL FILES: Consist of copies of memoranda and reports originated by the and its predecessors. 1953 to current date.	•4	Temporary (APH). Destroy after two years. Cut-off at end of calendar year after bringing forward material needed for current operations. Place in inactive file for one year; retire to Records Center for one year's retention prior to destruction.
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	SEGRET		
RM NO. 1	Approved For Release 2005/11/21 : CIALE RECORDS CONTROL SCHEDULE - CO	3DP78-004	487A000400090001-0 Page 15

QEE ICE	DIVISION, BRANCH		SIGNATUR
OFFICE.	DDP - COVERT ACTION STAFF	:	
			TITLE DATE /S June 19
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	TRAINING MATERIAL FILES: Consist of studies, reports, publications, and other related materials used in:	1.5	
	a. The development and implementation of training and refresher programs aimed at the maintenance and expansion of skills and physical capabilities required by Agency employees for contingency operations; and the capability fo providing training in the use of equipment.		Temporary (Auxiliary Paper Holdings). Speriodically and destroy when revised, of leted, or no longer needed.
	b.		Temporary (APH). Screen periodically and destroy when revised, obsoleted, or no longer needed.
2	PERSONALITY FILES: Consist of dossiers on individuals possessing the specialized qualifications of interest to the	.9	Permanent (Clandestine Services Records Material). Destruction not authorized. When no longer interest to retire to DDP/
3	DOCTRINE FILES: Consist of correspondence, memoranda, publications, and reports used in formulating guidance in providing support for the Operating Divisions.		Temporary (APH). Screen periodically and destroy when no longer needed. NOTE: The official record and permann (Clandestine Services Record Material) of published PP Docand Techniques is shown as its

TEM NO.	FILES IDENTIFICATION	VOLUME"	DISPOSI	TION INSTRUCTION	S
4	REFERENCE MATERIALS:	RDP78-004	87A000400090001-0		
	Consist of raw and finished reports and pub-	4.5	Temporary (APH).	Screen period	dically and
~	lications used as reference in supporting para-		destroy when no l purposes.	Longer needed	or reserence
1	military activities.		pur poses.		
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FÈICE	. DIVISION. BRANCH		SIGNATURE		
/-	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		TITLE Chief	14 June 1966	
TEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	*	DISPOSITION INSTRUCTIONS	
	ADMINISTRATIVE FILES: Copies of correspondence and memoranda originating in and received by This series of files include personnel, organization and management, security, reports, records, procedural aids and other materials used in the administration of the Arranged by subject.		Temporary. (Auxiliary Paper Holdings). Destroy after two years. Cut-off at end of calendar year of bringing forward material needed force operations; for example, policy and promaterial. Place in inactive file for o year; retire to Records Center for one retention prior to destruction.		
	FIELD DISPATCHES: Dispatches originating in and received by pertaining to Arranged chronologically. 1958 to current date.	•3	Temporary Destroy as	(Auxiliary Paper Holdings). fter one year.	
1	REFERENCE MATERIAL: Materials utilized in preparing reports: a. General: Various types of reference materials such as geographical studies, basic intelligence, information reports, NIS, Order of Battle and other similar studies. Arranged by subject.	26.7	Screen per	(Auxiliary Paper Holdings). riodically and destroy when revise or no longer needed.	
		14.7	Screen per	(Auxiliary Paper Holdings). riodically and destroy when revise or no longer needed.	
		6.0	Screen per	(A uxiliary Paper Holdings). riodically and destroy when revised or no longer needed.	

1 JAN 56 139 EDITIONS

ITEM NO.		FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-F			
	REFERENCE MATERIAL (cont'd):			
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1	d. F	Forced Labor:	1)
	(:	(1) A collection of finished and raw materials pin-pointing and describing prisoner-of-war camps in the USSR and its satellites. Arranged by country.	3.9	Temporary (APH). Screen periodically and destroy when revised, obsoleted, or no longer needed.
	(;	(2) Posted Information (5" x 8" cards) on forced labor camps throughout the world which are used as a ready reference file. Arranged by country.	.1	Temporary (APH). Screen periodically and destroy when revised, obsoleted, or no longer needed.
	(:	(3) Air Force Academy studies on forced labor camps. Arranged by country.	1.5	Temporary (APH). Screen periodically and destroy when revised, obsoleted, or no longer needed.
	Ma ge	Maps: Maps reflecting current operational intelli- gence. Arranged by country and region with- in.	19.0	Temporary (APH). Screen periodically and destroy when revised, obsoleted, or no longer needed.
4			•3	Temporary (APH). Screen periodically and destroy when revised, obsoleted, or no longer needed.
5	ST	CUDIES:		
	a	Finished, bound intelligence studies in support of special operations which have been compiled from overt and covert sources. These studies are disseminated both internally and externally. Arranged by country. (Approximately 6 extra copies of each study are stocked for potential dissemination)	3.8	Permanent (Clandestine Services Record Material). Destruction not authorized. Assign CS file number; retire inactive portions to DDP when revised or obsoleted 2.
	,	•		
1		Approved For Release 2005/11/21 : ÇIA4	400000	187A000400090001-0 Page 19

ITEM NO.	FILES IDENTIFICATION	@VOLUME:	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 -CIA	RDP78-00	487A000400090001-0
	STUDIES (cont'd):		
	b. Multiliths of disseminated studies. Arranged by country. 1957 to current date.	1.3	Temporary (APH). Destroy two years from date of initial publication.
6	COUNTRY HANDBOOK: Consists of loose-leaf binders containing current intelligence information on WH Operating Division countries. These are prepared in accordance with WH standing requirements. They are disseminated to WH Division. One copy is retained by the	•2	Temporary (APH). Screen periodically and destroy when revised, rescinded or obsoleted.
7	OPERATIONAL PHOTOGRAPHIC FILE: Consists of photographs obtained from Agency and military services sources. The material in this file is utilized in fulfilling current operational requirements.	3.5	Temporary (APH). Screen periodically and destroy when revised, superseded, or no longer needed.
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1 1		SECOR.	1870000100090001-0 Page 20

FORM NO. 139a USE PREVIOUS

	REQQADS LOON FROUR SIGNISBULT 605/11/21 : CIA-F	RDP78-004	87A000400090001-0 CONCURRENCE
OFFICE.	DDP - COVERT ACTION STAFF	-	TITLE CA 14 June '60
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
	PROJECT ADMINISTRATIVE FILES: Consist of correspondence and memoranda used in the administration of It includes such subjects as Budget and Fiscal, Personnel, Training, Records, and Reports. Filed by subject. 1956 to current date.	4.0	Temporary (Auxiliary Paper Holdings). Destroafter two years. Cut-off at end of calendar year after bringing forward material needed for current operations; for example, policy and procedura material. Place in inactive file for one year then retire to Records Center for one years retention prior to destruction.
	PROJECT FILES: a. Case Files: Consist of case files reflecting proposed or existing clandestine actions or relationships. 1951 to current date.	72.6	Permanent (Clandestine Services Record Material). Destruction not authorized. Assign CS file number. Retire to DDP, when no longer of interest to
	b. Cross Indices to Case Files: 3" x 5" cards keyed to case files. 1951 to current date.	1.1	Permanent (CSRM). Destruction not authorized Assign CS file number. Retire to DDP when corresponding case file is retired.
3 '	LOG BOOKS: Consist of varying sizes of log books used to document project. Filed chronologically. 1951 to current date.	.6	Permanent (CSRM). Destruction not authorized Assign CS file number. Retire to DDP when no longer needed.
4	REFERENCE MATERIALS: Consist of various studies and publications used in implementing Filed by subject of interest.	12.0	Temporary (APH). Screen periodically and destroy when no longer needed.
	Approved For Release 2005/11/21 : CIÂ-I	\$570 cm	Page 21

FORM NO. 139 USE PREVIOUS DATE OF THE PREVIOUS

	RECADADADADADATROOLREGISABEDU2005/11/21: ĈIA-F	. 1	SCHEDULE NO. 87A000400090001-0	<u>68</u>
FICE.	DIVISION, BRANCH DDP - COVERT ACTION STAFF	- (u-M) -		
			_	29 rene 60
ГЕМ О.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITIO	N INSTRUCTIONS
1	DHINISTRATIVE FILE: Consists of correspondence, memoranda and policy papers used in the administration of the and includes such subjects as Personnel, Training, Organization and Management, Budget, Intelligence Collection Programs, PP Operational Handbook and Debriefing Guides.	2.1	cut-off at end of bringing forward mate operations; for exampral material. Place	of calendar year after orial needed for current ple, policy and procedu- in inactive file for or rds Center; for one year
2	WORKING FILES: Consists of copies of RMD working materials, reference papers, planning papers, operational programs, research. This material used as reference.	2.0	Temporary (APH). Scr destroy when no longe	
3	TOP SECRET CONTROL CARDS: Consists of 3" x 5" cards reflecting the locations of all Top Secret Documents still within the	.1	Temporary (APH). Des	struction not authorized
4	REGULATORY ISSUANCES: Consist of copies of Agency and Clandestine Sorvices regulatory issuances for headquarters and field.	2.0	Temporary (APH). Des	stroy when revised, supe
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FORM NO. 139 USE PREVIOUS 1 JAN 56

	REGORDSVEONTBPRESEREDUCTO5/11/21 : CIA-F	SECUET.	SCHEDULE NO. 187A000400090001 0 12 60
OFFICE.	. DIVISION, BRANCH		signatur 25)
	DDP - COVERT ACTION STAFF		
			TITLE DATE
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	PACT OFFICER FILES:		
	a. Southeast Asia Treaty Organization: Consists of reports of SEATO meetings, cables, and external correspondence relating to SEATO.	2.0	Permanent (Clandestine Services Record Material). Destruction not authorized. Assign CS file number. Retire inactive portions to DDP when no longer needed in 25) Branch.
	b. Central Treaty Organization (Formerly Baghdad Pact): Consists of reports, cables, external correspondence regarding CENTO operations.	2.8	Permanent (CSRM). Destruction not authorized. Assign CS file number. Retire inactive portions to DDP/ when no longer needed in 25) Branch.
	c. Other International Organizations: Consists of memoranda and correspondence notices of meetings, etc.	.5	Temporary (Auxiliary Paper Holdings). Screen periodically and destroy when no longer needed.
2			25
		.7	Permanent (CSRM). Destruction not authorized. Assign CS file number; retire to DDP/ when no longer needed in Branch.
		2.0	Temporary (APH). Screen periodically and destroy when no longer needed.
3.	TRAINING DOCTRINE AND POLICY FILE: Consists of material on subject matters and includes policy and procedural papers needed for CA Staff participation in CA training.	2.0	Temporary (APH). Screen periodically. Destroy after two years. Bring forward into current year's files material such as policy and procedures needed for current operations.
	Approved For Release 2005/11/21 : CIA-R	3DP78-004	187A000400090001-0 /4/c <3

FORM NO. 139 USE PREVIOUS 1 JAN 56

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS			
	Approved For Release 2005/11/21 : CIA-RPR78-00487A000400090001-0					
'	Consist of copies of briefings that have		Permanent (CSRM). Destruction not authorized. Assign CS file number, retire to DDP/			
	been given to the Joint Chiefs of Staff and to the National Security Council, to the President's Board of Consultants, and other special briefings. The briefings are based on material received from the DDP Operating Divisions and coordinated by this Branch (the final briefing is filed and retained). Also included in this file is material on ad hoc briefings.	,	when no longer needed in Branch.			
	1954 to current date.	•				
	CHRONOLOGICAL FILE: Consists of extra copies of correspondence, reports, and memoranda originated in the	•3	Temporary (Auxiliary Paper Holdings). Destroy after two years. Cut-off at end of calendar year; place in inactive file for one year (after bringing forward policy, procedure and other papers needed for current reference). Retire to Records Center for one year's retention, prior to destruction.			
1	PP NOTES: Compilations of significant PP developments in the Operating Divisions which are forwarded on a weekly basis to the DCI, the Operating Divisions, and other interested components. Approximately three copies of each issuance are maintained for potential dissemination. This file also includes background papers from which the PP Notes were developed.		Temporary (APH). Destroy after four years. Cut off at end of the calendar year. Place in inactive file in office area for one year; retire to Records Center for two year's retention prior to destruction.			
	Approved For Release 2005/11/21 : CIA-	DP78-004	87A000400090001-0 Fage 24			

RECORDS CONTROL SCHEDULE - CONTINUATION

			SCHEDULE NO.
	REGGRAS CONFRONDED LEGO 5/11/21: CAF	RBF78-004	87A000400090001-0 72-60
OFF &CE	DIVISION, BRANCH		SIGNATURE 2
DDP	/a. /		
DDF	(Ch/		CA 24 June 1962
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	RELATED MISSION DIRECTIVES FILES: a. Related Mission Directives: Consist of one copy of the Related Mission Directive for each field station in the world. These supplement the Country Plans and give specific instructions for defining operational responsibilities and assigning priorities for the ensuing year. RMD¹s reviewed annually for currency.	2.5	Temporary. (Auxiliary Paper Holdings). Destroy when revised or superseded.
	b. Related Mission Directives Working File; Material used in the preparation of the final Related Mission Directives. These files include RMD draft materials, and, OCI Country Handbooks, OCB Operations Plans, OCB Progress Reports and CA Staff Divisional comment on RMD's.	4.0	Temporary (APH). Destroy when revised, superseded or no longer needed for preparation of RMD's.
2	REFERENCE MATERIALS: Consist of published materials (NIE, etc.)	3.3	Temporary (APH). Screen periodically and
	used as reference background.		destroy when no longer needed.
3	GENERAL FLANNING FILE		
	Consist of memoranda and correspondence used in general planning. These include certain aspects of Personnel, Budget, Operational Planning and background on the more important CA projects of operating divisions.	14.	Temporary (APH). Destroy after two (2) years. Cut off at end of fiscal year; place in inactive file for one year; then destroy.
	Filed by operating division and project within.		
	Approved For Release 2005/11/21 : CIA-	SECRE	D

TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1	Approved For Release 2005/11/21 : CIA-R	DH781904	87A000400090001-0
14	OPERATIONAL PROGRAMS	GLUIIL	
	Contains description of the scope and direction of the divisions' clandestine operation for the fiscal year; brief description of operations, budgetary and personnel information. This file contains one copy of each of the four parts of the eight operational programs and serves as a repository for operations Programs which are revised annually on a fiscal year basis.		Temporary (APH). Transfer to DDP/TSCO for destruction upon receipt of current operational program.
5	CAS COMMENTS ON AREA DIVISION PROGRAMS	B. A.	•
	Contains final staff position and supporting data in regard to Operational Programs.	•5	Temporary (APH). Destroy when four (4) years old.
6	PROJECT SUMMARY DATA SHEETS		
	Consists of copies of project summary data sheets prepared for each project. These individual summary sheets are filed in a folder identified with the responsible operating division.	.6	Temporary (APH). Destroy individual summary sheets when no longer needed.
	Approved For Release 2005/11/21 : CIA	noze ho	87A000400090001-0 Page 26

DDP/Covert Action Staff TITLE		RE QOPAS√GEN FBO LR SIGHE SEU 20 05/11/21 : CIA				_
Temporary (Auxiliary Paper Holdings). Consist of correspondence, memoranda of discussions, weekly activity reports and other correspondence used in administering the Custoff at end of calendar year after bringing forward material needed for current operations, for example, policy and procedural material. Place in inactive file for one year; retire to Records Center	FFICE,	DIVISION, BRANCH		SI		
TEM (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) 1	DP/C	overt Action Staff/		TITLE	DATE 24 June	_6
Consist of correspondence, memoranda of discussions, weekly activity reports and other correspondence used in administering the 1.3 Destroy after two years.			VOLUME (CUBIC FT.)			***
discussions, weekly activity reports and other correspondence used in administering the Destroy after two years. Cut-off at end of calendar year after bringing forward material needed for current operations, for example, policy and procedural material. Place in inactive file for one year; retire to Records Center for one year's retention prior to destruction. Consists of cables, dispatches, correspondence, 55.1 memoranda and published materials used in support of	ı	ADMINISTRATIVE FILES				
Consists of cables, dispatches, correspondence, 55.1 memoranda and published materials used in support of		discussions, weekly activity reports and other	1.3	brin oper dura one	troy after two years. Cut-off at end of calendar year after nging forward material needed for currerations, for example, policy and proceal material. Place in inactive file for year; retire to Records Center for one	nt r
memoranda and published materials used in support of These files include such publications as Rand Reports, Public Opinion Barometer, National Intelligence Estimates, NSC Policy Directives, Who's Who, etc. PROJECTS Consists of case files on existing or proposed 5.	2	REFERENCE MATERIALS				
Consists of case files on existing or proposed 5. projects for support of Covert Activities. Permanent (Clandestine Service Record Material). Destruction not authorized. Assign CS file numbers. Upon official		memoranda and published materials used in support of These files include such publications as Rand Reports, Public Opinion Barometer, National Intelligence		Scre	een periodically and destroy when no	
projects for support of Covert Activities. Material). Destruction not authorized. Assign CS file numbers. Upon official	3	PROJECTS				
		Consists of case files on existing or propos projects for support of Covert Activities.	ed 5.	Mate	erial). Destruction not authorized. Assign CS file numbers. Upon officia	1
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EM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	Approved For Release 2005/11/21: CIA-CHRONOLOGICAL FILE	DP78-004	B7A000400090001-0
	Consists of copies of correspondence	. 1	Temporary (Auxiliary Paper Holdings). Destroy after two years. Cut off at end of calendar year, place
			in inactive file for one year; then retire to Records Center for one year retention prior to destruction.
5	PERSONALITY FILES		•
	Consist of dossiers on individuals possessing specialized qualifications of interest to the	1.2	Permanent (Clandestine Services Records Mate Destruction not authorized. Install 201 system. When no longer of interest to the Branch, retire to DDP
6	REGULATIONS		
	Consist of selected copies of Agency and Clandestine Services Regulations and Notices.	•3	Temporary. (Auxiliary Paper Holdings). Destroy when revised, superseded, or no longer needed.
7			
		.1	Temporary (Auxiliary Paper Holdings). Destroy when no longer needed.
8 '	PERSONNEL CARDS (Convenience)		
	Consist of 3" x 5" cards used to identify and control project personnel. These cards indicate project name, individual concerned, date of CS request, approval of request and other pertinent data.	.1	Temporary (Auxiliary Paper Holdings). Screen periodically and destroy when no longer needed.
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	READED SVERIFIED RESERVE DE 2005/11/21 : CIA-F	SECRET	SCHEDULE NO. 87A000400000001-0 9000000000000000000000000000
OFFICE.	DIVISION, BRANCH		SIGNATURE 25
~_	DDP/CA/		
			16/6/c 25
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	ADMINISTRATIVE FILE: Consists of correspondence, memoranda, and	.8	Temporary (Auxiliary Paper Holdings). Destroy after two years.
	policy papers used in the administration of the		Cut-off at end of calendar year after
	This file also includes organization and management material as well as training materia	1	bringing forward material needed for current operations; for example, policy and procedural
	and management material as well as training materia	1.1. ·	material. Place in inactive file for one
			year; retire to Records Center for one year's retention prior to destruction.
			recention prior to destruction.
2	REFERENCE FILE:	12.6	Temporary (APH). Screen periodically and
,	Consists of current information extracted from OCI, OCB, NIE, and other intelligence publica-		destroy when revised, obsoleted, or no longer needed.
	tions as well as unclassified publications needed to background material.		
3	CURRENT WORKING PAPERS FILE:	1.3	Temporary (APH). Screen periodically and
1	Consists of cables, dispatches and memo-		destroy when no longer needed.
-	randa received by concerning political actions		
4	PROJECTS:	•3	Permanent (Clandestine Services Record 25
ŀ	Consist of case files of existing or proposed covert political operations in target states.		material). Destruction not authorized. Assign CS file numbers. Upon official
	posed covers porrotear operations in target states.		termination of a project, retire to DDP/
5	PERSONALITY FILES:	.6	
2	Consist of dossiers on individuals possessing		Permanent (CSRM). Destruction not authorized. Install 201 system. When no longer of
,	the specialized qualifications of value to the	[interest to the Division, retire to DDP
6	REGULATIONS:	-3	Temporary (APH). Destroy when rescinded or
	Consist of selected copies of Agency and Clandestine Services Regulations and Notices.		revised.
	one with believes hegalations and nutices.		,
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	Approved For Release 2005/11/21 : CIA-F	DP78-004	87A000400090001-0 Pa/E 29

FORM NO. 139 USE PREVIOUS.

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1				• ~	Temporary (APH). Screen period cally and	
1					retain until revised, obsoleted, or no	
-					longer needed.	1
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				.4	Temporary (APH). Screen periodically and	
-		. [retain until revised, obsoleted or no	
1		1		_	longer needed	1
1				•3	Permanent (Clandestine Services Record	1;
-		-			Material).	1
					Assign CS File Number. Retire rescinded	4
		1.			or revised portions to DDP	15
1		1		႕		
	8		CRYPTIC REFERENCE FILES (Convenience)	1	, . <i>!</i>	1
1			Consist of keyed lists giving cryptic names	.1	Temporary (APH). Destroy when no longer	t,
			and corresponding true identities.	1	needed.	ľ
		- 1	and and the the tree of the tr	1 '	. 1	1
	9		CHRONOLOGICAL FILE	1	1	1
			Copies of correspondence originating in the	•5.°	Temporary (APH). Destroy when two years old.	i
		.	Division.	1	Cut-off at end of calendar year: hold	i
			24,19,1011.	1	in inactive file for one year: then retire	i
			•	1	to Records Center for one year's retention	i
		1		1	prior to destruction.	i
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TEM	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS.
no. 1	ADMINISTRATIVE FILE: Consists of copies of correspondence and memoranda used in the administration of the including subjects such as Budget, Committees, Meetings, Operational Programs, Organization and Management, Personnel, Records, Security and Speeches. Filed by subject. 1956 to current date. PERSONNEL FILE: Consists of personnel files for persons assigned to the and include training evaluations, fitness reports, promotion papers and other personnel-type records. These	2.0	Temporary (Auxiliary Paper Holdings). Destroy after two years. Cut-off at end of calendar year after bringing forward material needed for current operations; for example, policy and procedural material. Place in inactive file for one year; retire to Records Center for one year's retention prior to destruction. Temporary (APH). Transfer to Chief of Support Division for screening against the Staff Personnel files.
3	duplicate personnel files maintained by the Support Division of the CA Staff. Filed alphabetically by name. 1956 to current date. REFERENCE FILES: Consist of information reports, cables, dispatches, bibliographies, intelligence publications, FBIS reports, ICA reports, finished intelligence, and other material used for reference purposes.	1.2	Temporary (APH). Screen periodically and destroy when no longer needed.
,	OCB SPECIAL COMMITTEE PAPERS: Consist of agenda, minutes of meetings, and correspondence related to activities of the Special Committee on Soviet and Related Problems. Files chronologically by date of Committee Meeting.	.3	Temporary (APH). Screen periodically and destroy when no longer needed.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
}	Approved For Release 2005/11/21 : CIA-	RPP78-094	87A000400090001-0
1		DELINE	
5	CURRENT WORKING FILES:	.9	Temporary (APH). Screen periodically and
1	Consist of correspondence, memoranda,	• 9	destroy when no longer of current value.
	notes on talks with ambas-		descrey when no longer of current value.
1	sadors, information reports	_	
1	finished intelligence (both CIA and external	٩,	
	sources) of current interest to the Chief of the		, . **
1	Propaganda Division.		**************************************
ł	Filed by subject. 1956 to current date.		i i i i i i i i i i i i i i i i i i i
			A N
6			(Amer) (
ĺ		.2	Temporary (APH). Screen periodically and
			destroy when no longer of current value.
i			NOTE: The Permanent (CSRM) official file
j			copy is held byitem 6 of 2
l			Guidance schedule.
7	CLANDESTINE SERVICES POLICY BOOK:		
'	A summary and interpretation of established	.3	Temporary (APH). Destroy individual portions
	major policy for Clandestine Services current		when revised or obsoleted.
	operations and hot war responsibilities.		NOTE: The Permanent (CSRM) official file
	opoicutions and not war responsibilities.		copy of the CS Policy Book is held in the
			Chief's office. (See Office of the Chief
			records control schedule item #2)
8	CUDONOLOGICAL BILDS		
	CHRONOLOGICAL FILES:	3.0	Temporary (APH). Destroy after two years.
	Consist of copies of correspondence and		Cut-off at end of calendar year after
	memoranda originated by members of the	1	bringing forward material needed for cur-
	1956 to current date.		rent reference. Place in inactive file for
			one year; then retire to Records Center for
	•		one year's retention prior to destruction.
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OFFICE.	DIVISION. BRANCH		SIGNATURE
DDP/	CA,	. !	TITLE
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
ı	REFERENCE FILE: Consists of FBIS, NIS, USIA reports, paper-backs, newspapers, magazines; USIA and State Dept. dispatches, correspondence, bibliographies, and specialized techniques. Unclassified portions filed by title in bookcases. Classified material filed in safes by subject.		Temporary. (Auxiliary Paper Holdings). Screen periodically and destroy when no longer needed.
2	CURRENT WORKING FILE: Consists of correspondence, memoranda, informations reports, pertinent excepts from NSC, OCB, and USIA policy papers, TASS and FBIS excerpts and other materials from all available sources Arranged by country within geographical area and also by subject. 1955 to current date.	ല.6	Temporary (APH). Screen periodically and destroy when no longer needed.
. 3	Consists of copies of lectures given in OTR for the indoctrination and re-orientation of field personnel. Arranged by subject. 1951 to current date.	.8	Temporary (APH) Destroy when obsoleted, revised or no longer needed.
4	PROJECTS: Consists of case files of existing or proposed clandestine actions or relationships for the conduct of	11.3	Permanent (Clandestine Services Record Material). Destruction not authorized. 2 Assign CS file number. Upon official termination of peoject, retire to DDP
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EM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
5	PERSONALITY FILESpproved For Release 2005/11/21 : CIA-		187A0040000000000000000000000000000000000
-	Consist of dossiers on individuals possessing	,	authorized.
}	specialized qualifications of interest to the	·	Install 201 system. Retire to DDP
- 1			when no longer of interest to Branch.
		ı	•
6			√"
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			č
1			
1			w.4
		.1	Temporary (APH). Destroy two years after
- 1		•	completion of conference.
			compression of conformer.
		3.6	Temporary (APH). Destroy two years after
			completion of conference.
1			
- 1			
.		_	(4777)
-		-1	Temporary (APH). Destroy two years after
			completion of conference.
_			
7		4.0	Temporary (APH). Screen periodically and
			destroy when no longer of current value
1			with the exception of that material which
	 		the DDP representative deems it inadvisable
			to provide names and specific details to DD/I. This material must be held in reading
			should it be required, and will be considered
			Permanent (CSRM).
			Andrews description ()
	•		Assign CS file number to the permanent
		ļ	portion of this file. When no longer needed
			retire to DDP
	,		
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TEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : ÇIA		
-5	, pp. 5 5 5 1 1 1 5 1 1 1 5 1 1 1 5 1	8.5	Temporary (APH). Screen periodically and destroy when revised, obsoleted or no longer needed.
6	CHRONOLOGICAL FILES: Consists of copies of correspondence and	1.1	Temporary (APH). Destroy after two years Cut-off at end of calendar year,
	memoranda originated by members of the Filed chronologically by date. 1954 to current date.		place in inactive file for one year; then retire to Records Center for one year's retention prior to destruction.
7		9.2	Temporary (APH). Screen periodically and destroy when no longer needed.

	Arranged by subject. 1951 to current date.		
8	BOOK INDEX: 3" x 5" cards listing title and author Arranged by author and also by title.	.1	Temporary. (APH). Destroy when no longer needed.
	Approved For Release 2005/11/21 CIA	SECRET	874000400090001-0 Page 3

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OFFICE.	DDP - COVERT ACTION STAFF		TITLE CA 25 Jane
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	ADMINISTRATIVE FILES: Consists of correspondence and memoranda used in adminstering the	5.0	Temporary (Auxiliary Paper Holdings). Destroy after two years. Cut-off at end of calendar year after bringing forward material needed for current operations; for example, policy and procedural material. Place in inactive file for one year; then retire to Records Center for one year's retention prior to destruction.
2	REFERENCE FILES: Consists of copies of Department of State despatches, cables, information reports, UN reports, Army Manual, FBIS reports, Foreign Affairs Notes, magazines, newspapers, books, paper-backs, etc.	33.0	Temporary (APH). Screen periodically and destroy when revised or no longer needed.
3	CURRENT WORKING FILES: Consist of copies of selected Reuters, AP and UP teletypes, information reports, cables, State Position papers, and extracts from NSC, OCB, OCI, NIE, FBIS, USIA papers. Also included are external current periodicals together with case officers' memoranda for the record. All of this material is used in producing for the Clandestine Services. These files are arranged as follows:		
	a. By subjects (such as Sino-Soviet Tension, Neutralism, Nationalism, Revisionism, Dis- armament, Nuclear Testing, etc.). All of the above subjects, and others of the same type, are dealt with on a world-wide basis.	16.7	Temporary (APH). Screen periodically and destroy when revised or no longer needed.

TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21: CIA-FCURRENT WORKING FILES (cont'd):	BEGREEN	B7A000400090001-0
1	b. Geographic - Arranged to correspond with	7.8	Temporary (APH). Screen periodically and
ĺ	DDP Area Operating Divisions.	1	destroy when revised or nolonger needed.
	BOOK DISPATCHES:		
		2.0	Temporary (APH). Destroy after one year. are looking into the subject of whether or not CS file numbers should be required on Book Dispatches which are current being filed numerically with no subject con- trol. This will be a matter of mutual inter- est and concern to DDP/RMO and Permanent (Clandestine Services Record
	This file represents the official record copy of this publication. A small supply of extra copies are maintained for potential dissemination. Filed chronologically by date of publications.	2.0	Material). Destruction not authorized. Assign CS file number. Retire to DDP those publications no longer of current value.
	b. Index to Balication. 5" x 8" cards indexing guidance which are arranged by subject referring to date of publication. 1954 to current date	.2 te.	Permanent. (Clandestine Services Record Material). Destruction not authorized. Assign CS file number.
		SECRET	
1	Approved For Release 2005/11/21 : CIA-F	DP78-004	187A000400090001-0 Paa 3'

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FFICE.	DIVISION, BRANCH	LONLI	SIGNATURE		
DDP/COVERT ACTION STAFF/			<u> </u>		
			TITLE		28 Jui
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	_	DISPOSITION INSTRUC	TIONS
1	ADMINISTRATIVE FILE: Consists of correspondence, memoranda, and reports used in administering the Included in these files are Dissemination Lists, Reproduction Requisitions, Requisitions for Special Supplies and the History	•3	Destroy a Cut- bringing operation material then ret	y (Auxiliary Paper Ho after two years. -off at end of calend forward material nee ns; for example, poli . Place in inactive ire to Records Center n prior to destructio	ar year after ded for current cy and procedure file for one year's
2	PRESS COMMENTS FILE: a. Publications: Consist of daily publication containing copies of clippings from domestic that reveal comment on current foreign affairs. These clippings are made in accordance with requirements, both long-standing and ad hoc, received from the	19.9	Temporar Hold one then ret	y (APH). Destroy afte year's collection in ire to Records Center destruction.	r four years.
	1952 to current date; filed chronological Disseminated to 400 official users daily. b. Mats of Press Comments: Consists of mats used in reproducing daily Press Comment publications.	y. 2.0	Temporar	y (APH). Destroy aft	er ninety days.
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		OLUNE			Page 38

OFFICE	E. DIVISION, BRANCH		SIGNATURE	
DD	P/CA/		CA/PR/	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)		FION INSTRUCTIONS
2	ADMINISTRATIVE FILES: Consists of correspondence, cables, and memoranda used in the administration of the	2.5	after two years. Cut-off at end of bringing forward matoperations; for exammaterial. Place in	Paper Holdings). De calendar year after terial needed for cur mple, policy and procinactive file for onords Center for one y destruction.
		3.5 13.0 37.	Record Center. To a for possible destruct Temporary (APH). Re Record Center. To a for possible destruct	eture after screening be reviewed after two
3		2.8		ine Services Record

TEM NO.	FILES IDENTIFICATION	VOLUME	DICROS LTION INCTRUCTIONS
1		RDP78-004	DISPOSITION INSTRUCTIONS 487A000400090001-0
.	Approved For Release 2005/11/21 : CIA-	SECKE	interest, destroy when no longer needed
·.		3231121	by the Branch.
ľ	•		Retire to DDP those portions of
-			the file which have been assigned CS file
		1	numbers, when they are no longer needed in
1	•		the
4	PERSONALITY FILES:	_	
	Dossiers on individuals negacing the	•5	Permanent (CSRM). Destruction not author:
- 1	specialized qualifications of value to the		Retire to DDP/
			when no longer of interest to Branch.
5			المراجع
2	PP NOTES COVERS:	1.0	Temporary (ADU) Dogtmory tras
[Consist of negatives of covers of published		Temporary (APH). Destroy two months after publication of PP Notes.
	PP Notes. Arranged chronologically by date.		pastication of IT Notes.
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FF PCE.	DDP/CA/		SIGNATU	RE	14	June 60°
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	L	DISPOSIT	ION INSTRUCTIONS	
2	DIVISION ADMINISTRATIVE FILES: Consists of correspondence and memoranda used in the administration of the Division. This file includes such subjects as Liaison, Personnel, Training, Reports, Policy and Travel. TRAINING MATERIAL Consists of studies, reports, publications,	2.7	afte brin oper ral year rete pers slot for	orary (Auxiliar r two years. Cut-off at end ging forward ma ations; for examaterial. Place; retire to Recontion prior to Transfer to Chonnel folders f ted against the screening again orary (APH). S revised, obsol	of calendar y terial needed umple, policy are in inactive cords Center for destruction. The cord individuals are personnel in terms of the cord individuals are personnel in terms of the cord individuals.	year after for current and procedu- file for one or one years' s no longer files. cally; destro
3	and other related materials used in the indoctrination and re-orientation of field personnel and to assist the Office of Training. REFERENCE FILE: Consists of copies of published reports prepared by offices, other than the PP Staff, and used for reference purposes in performing functions. Included are EIC, ICA, OCB, JPRS, Rand reports, OIT and numerous other intelligence series material. Filed by published series, country, and	28.8		orary (APH). S revised or whe	~	٠,
4	Subject. CURRENT WORKING PAPERS FILE: Consists of memoranda and correspondence used in formulating guidance in providing economical support to implement economic action.	1.3		orary (APH). S		.

TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
IEM NO.	Approved For Release 2005/11/21 : CIA		187A000400090001-0
.5	Consists of the results of efforts by Division members in the development of programs for	1.3	Temporary (APH). Screen periodically; destroy when revised or obsoleted.
6	COUNTRY FILES - Consists of a collection of intelligence information, reports, publications, and related material pertaining to the	2.0	Temporary (APH). Screen periodically; destroy when revised or obsoleted.
	individual countries. Filed by country and subject within.		
7	PROJECTS: Consist of case files of existing or proposed operations in target states.	2.0	Permanent (Clandestine Services Record Mater ial). Destruction not authorized. Assign CS file number. Upon official termination, retire to DDP
8	PERSONALITY FILES: Consists of dossiers on individuals possessing the specialized qualifications of value to the	1.5	Permanent (CSRM). Destruction not authorize Install 201 system. Retire to DDP when no longer of interest to Division.
9	CRYPTIC REFERENCE FILES (Convenience): Consist of two keyed 3" x 5" card files maintained as handy reference to the true names of encoded persons, projects, etc.	.1	Temporary (APH). Destroy when no longer needed.
10	CHRONOLOGICAL FILES: Consist of copies of correspondence initiat in the	.l	Temporary (APH). Destroy after two years. Cut-off at end of calendar year; place in inactive file for one year; then retire to Records Center for one year's retention prior to destruction.
		SECRET	Pour 12

	DESCRIPTION OF THE PROPERTY OF	<u> </u>	SCHEDULE NO.	1 -(1)
	REGORDS VERMED RESEASE 2505/11/21 : CIA-F	RDP78-004		ÉIIDOGHAF
OFFICE,	DDP/CA	EUNLI	TITLE	15 kine 19602
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITIO	ON INSTRUCTIONS
1	ADMINISTRATIVE FILES: Consist of correspondence and memoranda used in administering the and include such subjects as Accounting, Buildings and Grounds, Collection, Equipment and Supplies, Or- ganization and Management, Records, Reports, Security and Training. 1953 to current date.	5.5	troy after two years. Cut-off at end of bringing forward mate operations; for examp dural material. Place one year, then retire	Paper Holdings). Des- of calendar year after orial needed for current ole, policy and proce- te in inactive file for of to Records Center for prior to destruction.
2	REGULATORY ISSUANCES: Agency and Clandestine Services regulatory issuances. Filed by regulatory series.	2.0	Temporary (APH). Des	troy when revised, super-
3	CHRONOLOGICAL FILES: Consist of copies of correspondence, memoranda and reports originated in the	•3	Cut-off at end of in inactive file for	etroy after two years. of calendar year. Place one year; then retire one year's retention
4	TRAINING ADMINISTRATIVE FILE: Consists of memoranda, correspondence, studies and similar material utilized in the training of CA personnel and includes such subjects as Training Requests, Evaluations, Requirements, Facilities (internal and external), Programs, reports, catalogues and bulletins. 1951 to current date.	7.7	Cut-off at end o	d in inactive file for
	Approved For Release 2005/11/21 : CIA-F	SECRET	87A000400090001-0	Pare 43

ITEM NO.	FILES IDENTIFICATION	COMME	DISPOSITION INSTRUCTIONS
_	Approved For Release 2005/11/21,: CIA SECURITY ADMINISTRATIVE FILE:	RDP78-00	487A000400090001-0 Temporary (APH). Destroy after two years.
5	Consists of correspondence, memoranda, and reports used in administering the Staff Security	• 9	Cut-off at end of calendar year after bringing forward material needed for current
	Program. This file includes such subjects as clearances for participation in outside activities, briefings, security handbook, violations and security policy. Filed alphabetically by subject. 1953 to current date.		operations; for example, policy and procedural material. Hold in inactive file for two years in office area, then destroy.
6	PERSONNEL ADMINISTRATIVE FILE: Consists of correspondence, memoranda, and reports utilized in the administration of the It includes such subjects as Career Service, Classification and Duties, Military Personnel, Employees' Relations and Activities, and Contract Personnel.	3.8	Temporary (APH). Destroy after two years. Cut-off at end of calendar year; place in inactive file for a two-year retention in the office area; then destroy.
7	PERSONNEL FOLDERS FILE: Contains copies of all personnel actions, qualifications, questionnaires, fitness reports, and correspondence for headquarters personnel.	8.0	Temporary (APH). Destroy upon separation; upon transfer, forward to gaining office.
8	PROFILE FILES: Biographical sketches briefing the Agency experience of members of the	1.0	Temporary (APH). Destroy upon separation, upon transfer, forward to gaining office.
9	REGULATORY ISSUANCES: Consist of selected copies of Agency and Clandestine Services regulatory issuances, PP Staff Notices as well as the Federal Personnel Manual.	2.2	Temporary (APH). Destroy when revised, super- seded, or rescinded.
10	PERSONALITY FILES: Dossiers on individuals possessing the specialized qualifications of interest to the	1.3	Permanent (Clandestine Services Record Material). Destruction not authorized. Install 201 system. When no longer of interest to the CA, retire to DDP.
		2.4	Para 114

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TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
[11	CRYPTIC REFERENCE FILES (Convenience):	ALL MAN	Temporary (APH). Destroy when no longer
[Consist of two keyed 3" x 5" card files		needed.
1	maintained as handy reference to encoded names.	N. V. IV	E1781AL
12	PERSONNEL CARD FILES:	.4	Temporary (APH). Screen periodically and
1	Consist of both 3" x 5" and 5" x 8" card	•4	destroy when no longer needed.
1	files reflecting information regarding current		
	CA personnel. These card files include data on Applicants, Personnel Locator, Contract		1 2 th
İ	Personnel (active and inactive), Resignees,		·
	Reassignment, Record of Official Personnel Files		
	and Clearances.		ِيْنِ
13	BUDGET ADMINISTRATIVE FILES:	3.3	Temporary (APH). Destroy after five years.
	Consist of copies of Preliminary Estimates,)•5	Cut-off at end of fiscal year; place
	narrative and statistical statements of require-		in inactive file for two years; then retire
1	ments, and related working papers. Among other		to Records Center for two years retention
	subjects, they contain such specifics as Advance Accounts, Travel Documents, and Requisitions		prior to destruction.
1	covering the purchase of special supplies, equip-		·
	ment and reference material.		
1	Filed by fiscal year with subject breakdown within the year. 1954 to present date.		
14	PROJECT FILES:	1.3	Temporary (APH). Upon termination of project,
J .	Consist of individual folders containing copies of the project outline, fiscal annex,		transfer to DDP for screening against 2
	renewals, and amendments together with other		the official CS file copy of the terminated project.
	pertinent fiscal papers on every currently oper-		project.
	ating CA Greup project.		
15	REGULATORY ISSUANCES:	1.1	Temporary (APH). Destroy when revised, super-
	Selected CIA and CS regulatory issuances	1.1	seded, or rescinded.
	as well as Comptroller and Finance Division Instructions and Handbooks.		, , , , , , , , , , , , , , , , , , , ,
	this of the otons and Handbooks.		
16	REFERENCE FILES:	2.6	Temporary (APH). Screen periodically and
	Include Airline and Railroad timetables		destroy when no longer needed.
	as well as other publications needed in budgetary work.		
	Filed by subject of interest: unclassified		
1	material in bookcase. classified in combination-	1. FT	COMPIDE
	lock filing cabinets.	SPRUFI	DINFILL NO Page 25
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ITEM NO.	FILES IDENTIFICATION	- AVELORE	DISPOSITION INSTRUCTIONS
17	OBLIGATION FILES Approved For Release 2005/11/21: Of Consist of copies of vouchers and accountings which have involved the expenditure of unvouchered funds authorized by approved obligations. Filed by cost account number; 1954 through current fiscal year.	*(D <u>)</u> -69-00	0487AAQ0040909QQQQ1)-0 Destroy after ten years. Cut-off at end of fiscal year; place in inactive file for three years; then retire to Records Center for six years! retention prior to destruction.
18	ALLOTMENT FILES: Allotment Control Ledgers reflecting the obligation, expenditure, and status of allotments. Maintained as an integral part of these files are IBM machine listings of the concurrent budgetary status of allotments. Filed by fiscal year; 1954 to present date.	8.0	Temporary (APH). Allotment Control Ledgers: Destroy after ten years. Cut-off at end of fiscal year; place in inactive file for three years; then retire to Records Center for six years' retention prior to destruction. IBM Machine Listings: Destroy after three years. Cut-off at end of fiscal year; place in inactive file for three years; then destroy.
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